

# **NORTHERN PLAINS AREA**

## **Policy Memorandum**

<b>DATE: September 15, 2001</b>
<b>SUBJECT: POLICY MEMORANDA SYSTEM, Northern Plains Area</b>
<b>NUMBER: PM-01-001</b>
<b>EFFECTIVE DATE: Immediately Until Replaced or Superseded</b>

### **1. Purpose**

In an effort to organize, update, and centrally locate policies and procedures, the Northern Plains Area (NPA) has instituted a system for publicizing advice and guidance to Area Office, Center, Laboratory, and Location staff. This information will take the form of Policy Memoranda (PM) or Standard Procedures (SP).

### **2. Policy Memoranda**

Policies and guidance as they relate to implementation of Federal, USDA, and ARS policy and regulations, will be issued as an individual PM and will be numbered "PM-FY-XXX," with the "FY" denoting the fiscal year of issue and the "XXX" being a sequential number. For example, this document will be the first issued in FY 2001 and will be numbered as "PM-01-001." The Policy Memoranda system will address such issues as program review, ethics, fiscal and budget management, human resource management, property management, safety and health, physical and cyber security, grants and agreements, travel, etc. The Area Director will issue Policy Memoranda. PM numbers will be managed by the Area Administrative Office.

### **3. Standard Procedures**

Internal Area Office policies and procedures will be issued as SPs. The Area Administrative Office will issue and maintain SPs, including the numbering system. The SP numbering system will follow the "SP-FY-XXX" system described above, where FY identifies the fiscal year of issue and the "XXX" is a sequential number. SP issuances will address matters internal to the Area Office, including such areas as time and attendance, safety, property control, travel, etc.

4. **Applicability**

These documents are intended to provide policy and guidance to NPA staff. They are a tool in ensuring compliance with Federal and Agency regulations, policies, and procedures. These tools intend to promote consistency and fairness, and provide a reference point for decision making. They are not intended to limit or restrict the use of good business judgment or actions of responsible individuals.

Area policy or guidance may be reviewed, revised, or waived by the Area Director in situations presenting unique facts. Requests for waiver or reconsideration of higher level policy must be endorsed by the Area Director.

5. **Point of Contact**

For further information, please contact the Area Administrative Officer at 970 229-5500.



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